

**CLASSIFICATION:** TAX FIELD AUDITOR III

**Class Code:** 9267-29

**Date Established:** 02-05-82

**Occupational Code:** 7-2-4

**Date of Last Revision:** 01-08-14

**BASIC PURPOSE:** To manage and administer the In-state Bureau of the Audit Division and to represent the division or the department at legal proceedings, speaking engagements and legislative proceedings.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- o Provides planning, direction, evaluation, discipline and training for the bureau's professional and clerical staff.
- o Reviews audit documents for cases in hearing process and represents the department at administrative hearings or in a court of law as required.
- o Speaks for the department at public and private educational training workshops and lectures.
- o Reviews examinations prepared by subordinate Tax Field Auditors and makes recommendations to supervisor regarding changes in audit methods and procedures.
- o Investigates, analyzes and writes comprehensive position statements for the division or the department on complex legal and technical tax matters.
- o Provides testimony for the department and testifies before to state legislative committees as required.
- o Prepares the bureau's annual audit plan for review and approval by the Director of the Audit Division.
- o Prepares budget for the In-state Bureau and implements approved budget.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in analyzing and interpreting data, policy and procedures OR in using equipment in order to arrive at logical conclusions or recommendations.

**Knowledge:** Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

**Impact:** Requires responsibility for achieving major aspects of long-range agency objectives by planning short- and long-term organization goals, reviewing recommendations for procedural changes, and developing or revising program policies. Errors at this level result in incorrect decisions at an administrative level, and are detected subsequent to implementation in an overall evaluation process.

**Supervision:** Requires delegating supervisory or program responsibilities to subordinate managers, with overall accountability for hiring employees and approving program policies. The supervisor in this position assumes responsibility for an organizational unit, including developing long-range plans, analyzing staffing requirements, and formulating systemwide policies and procedures.

**Working Conditions:** Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

**Physical Demands:** Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

**Communication:** Requires acting as the official representative of the agency, including explaining and defending current and long-range goals or objectives which directly affect public policy decisions regarding major state programs and services.

**Complexity:** Requires formulating the combination of overall job functions in order to address highly diverse or novel situations requiring new concepts and imaginative approaches to a wide range of intellectual and practical problems.

**Independent Action:** Requires independent judgment in planning and evaluating work procedures and in supervising the development of professional, technical and managerial standards under administrative direction and according to broad departmental guidelines.

**MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree from a recognized college or university with a major study in accounting, business, economics, finance, computer information systems or a related field with at least fifteen (15) credits in accounting. Master's degree in taxation or accounting or CPA certificate preferred. Each additional year of approved formal education may be substituted for one year of required work experience. CPA certification may be substituted for two years of required work experience.

**Experience:** Six years' experience in professional accounting or auditing work, four years of which must have involved working in a supervisory management accounting or internal/external auditing position in private industry or in a federal or state agency involved with conducting field examinations on tax liability audits with exposure to electronic data processing methods and procedures.

**License/Certification:** Must own an operable automobile and possess a New Hampshire driver's license and liability insurance coverage as required by state laws.

**SPECIAL REQUIREMENTS:** Must be willing to travel in-state and occasionally out-of-state as required.

**RECOMMENDED WORK TRAITS:** Extensive knowledge of accounting and auditing principles including automated accounting systems. Considerable knowledge of state and federal laws relating to tax accounting. Considerable knowledge of the principles of corporate finance. Ability to explain complex state and federal tax law and case law to advise management employees and the public on accounting and auditing procedures and tax reporting methods. Ability to evaluate complex data for planning and managing the bureau. Ability to hire, train, assign work, evaluate, motivate and discipline a professional staff of tax auditors, managers and a support staff. Ability to critically analyze corporate tax and legal documents. Ability to understand difficult financial statements and reports. Ability to establish and maintain effective working relationships with associates, corporate accounting and legal representatives, federal and state agencies and the general public. Ability to deal with people in an adversarial relationship. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.